

Muazzam Ali Shah Rizvi

Profession

 Karachi, Sindh, 75000

 03337103883

 muazzam.ghalib@yahoo.com

Seasoned Banking Officer with **ten** years of comprehensive experience monitoring operations for correct accounting procedures and overseeing product sales activities. Commended for establishing and maintaining relationships with customers to achieve branch performance goals. Expertise in examining existing accounts for financials and implementing sales activities to meet branch objectives.



Skills

- Account updates
- Banking product sales
- Bank services
- Cash handling and management
- Teller support
- Product presentation
- Transactions
- Banking document preparation
- Relationship building and management
- Revenue Generation
- Business Development
- Staff Management
- Familiar with account coding
- Business development expertise
- Reporting familiarity
- Bank security expert
- Human resources knowledge



Work History

Officer

National Bank Of Pakistan , Karachi , Sindh

- Evaluated client financial positions and identified most appropriate banking products.
- Developed tailored solutions to meet individual banking needs.
- Promoted products or services to each customer to consistently achieve sales targets.
- Completed special procedures for customers such as ordering new checks, stopping payments or investigating identity theft.
- Completed highly accurate, high-volume money counts via both manual and machine-driven approaches.
- Monitored customer behaviors and upheld strict protocols to prevent theft of assets.
- Upheld strict financial controls by keeping funds secure and accurately transferring monies.
- Assisted customers with setting up or closing accounts, completing loan applications and signing up for new services.
- Checked amount details and fraud markers for transaction papers such as checks and money orders.

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- Checked amount details and fraud markers for transaction papers such as checks and money orders.
- Prospected for new business through networking, community outreach and customer referral generation.
- Located and pre-qualified customers for mortgages.
- Performed loan servicing functions to check compliance with applicable terms and conditions.
- Checked accounts for fraud and provided law enforcement with relevant details.
- Developed customized solutions of deposit, lending and other products for small business customers.
- Opened, closed and updated accounts for customers.
- Supervised branch operations and made continuous improvements in each area.
- Balanced teller drawers and ATM cash.
- Managed portfolio of accounts and monitored for issues in need of attention.
- Established new accounts for high net worth individuals and serviced existing accounts to maximize revenue.
- Helped clients protect assets through variety of strategies.
- Set risk management policies to mitigate bank losses.
- Documented transactions and moved, deposited or withdrew money accurately to prevent errors.
- Upheld stringent bank standards for loans, money handling and legal considerations.
- Produced and executed loan packages.
- Provided advice on different bank products and financial options.
- Understood and applied selling techniques to open, develop and close sales and created product interest by actively cross-selling products and services to pursue customers.
- Provided direction and leadership to all employees to maximize productivity and bottom-line profitability.



Education

● Msc : Economics

University Of Sindh - Jamshoro

● B.A: Political Science

Shah Abdul Latif University - Khairpur



Languages

● English

● Urdu



Certifications

● [Genral banking] professional banker certificate - [one month and also many months training sessions over the last ten years

2001-08 - 2003-07

1998-01 - 2000-06

2011-09